

**HAVERING HEALTHWATCH LIMITED**

Company number 08416383

**MINUTES**

of a meeting of the Management Board  
9 December 2014 (2pm-2:30pm)

**Present:**

**Directors:**

**Anne-Marie Dean, Chairman**

**Ian Buckmaster, Company Secretary**

**Joan Smith, Manager**

**Carole Howard, Administrative Assistant**

**Bev Markham, Community Support Assistant**

**Lead Members Irene Buggle and Adrienne Saunderson were also present**

**An apology was received for the absence of Hemant Patel, Director**

Note: Except as noted, all resolutions were passed unanimously

149 **WELCOME**

On behalf of the Board and staff, the Chairman welcomed the Manager on her return from recent ill-health.

150 **MINUTES OF LAST MEETING**

The minutes of meeting of the Board held on 23 September 2014 were confirmed as a correct record and were signed by the Chairman.

Arising from the minutes, it was noted that:

Minute 146: volunteer recruitment –

New leaflets had been obtained and some had been distributed at two recent display opportunities at Queen's Hospital; a display stand had been bought and used, to good effect, at the Queen's Hospital events. Mr Patel's indisposition had prevented him taking the lead in arranging a recruitment campaign but now that she was back, the Manager would be pursuing that in the New Year.

Minute 147: new members –

Kathleen Meddeman and Cherry Lu had now received Enter & View Training and Sujit Sen would do so as soon as a convenient date could be arranged with him.

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Minute 148: bid to HENCEL for training funding –

Healthwatches in Central and North East London had jointly agreed a bid to HENCEL for training. Unfortunately, Healthwatch Havering's proposal for End of Life Care training had not been included in the package of proposals submitted to HENCEL, which was making the funding available. The bid was being led by Healthwatch Redbridge.

**151 OUTSTANDING ACTIONS**

**Action**

- 23 – It had not been possible to produce an edition of the newsletter in October/November. The target date was now January.
- 27 – The work programme was generally progressing well:
- End of Life Care: following discussion with representatives of St Francis Hospice, the possibility of a "Have your say..." event, jointly with the Hospice, was being considered for April/May 2015;
  - Care for the Frail & Elderly would be examined in an Enter & View visit to a ward for the elderly in Queen's Hospital in the early part of the New Year (postponed from December);
  - Primary Care work had resulted in a positive outcome of discussions with one GP practice and was about to start with another;
  - The campaign to promote the take-up of health checks was proceeding well; and
  - The programme of Enter & View visits to care homes was gathering pace and going well; but
  - It had not yet been possible to identify a project for work with young people
- 30 – On medicine monitoring, it was noted that Jenny Cody was representing Healthwatch Havering on the Pharmaceutical Needs Assessment working group set up by Public Health Havering as part of the Joint Strategic Needs Assessment. It was agreed that the Chairman and Manager would ascertain the contractual responsibilities on pharmacies locally in relation to the review of medication of patients.

**152 FINANCE REPORT**

The Company Secretary submitted the Finance Report for November.

Total expenditure had amounted to £13,712.25 against income brought forward of £66,938.07.

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The latest, revised forecast of expenditure expected to March 2015 was also submitted. It was noted that, on current levels of spending, there was forecast to be an underspending of about £2,000 at the year end.

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**Chairman**  
**3 February 2015**